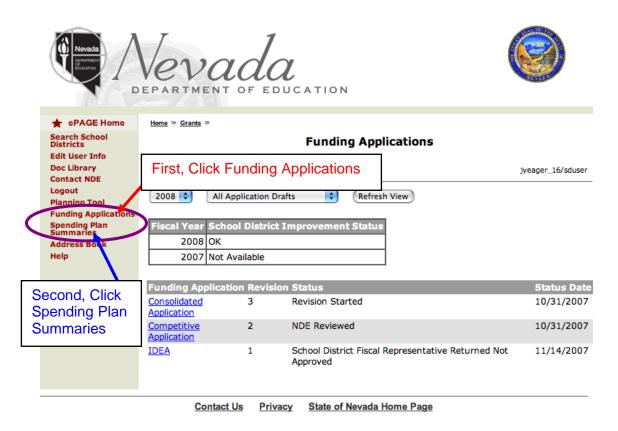
Spending Plan Summaries

A quick and easy way to view and print all budgets currently in 'NDE Approved' status in all **Spending Plans** is to use the **Spending Plan Summaries** processes.

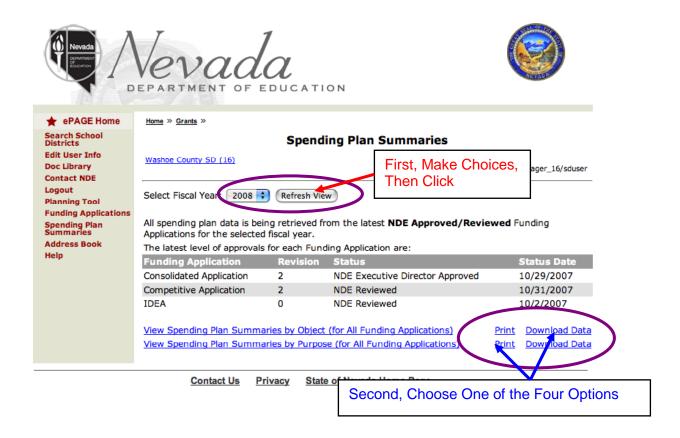
Click the *Login* link from the left menu bar to login with your Login ID and Password.

Click *Funding Applications* from the left menu bar. Once you do this, the option *Spending Plan Summaries* shows up directly below *Funding Applications*.



Click **Spending Plan Summaries** from the left menu bar.

Make sure that the correct fiscal year is selected from the dropdown menu, changing the year and Clicking *Refresh View* if needed before the next step.



Next you may Click either **Print** or **Download Data**. You must have Microsoft Excel or other compatible spreadsheet software to use the **Download Data** functions. The data can be sorted in one of two ways: by **Object Code** or by **Purpose Code**.

If you Click **Print**, you will see a pop up page, with information similar to the following (only one page is shown ... actually number of pages will vary):

16 - Washoe County SD

Spending Plan Summary by Object FY - 2008

| | Salaries 100 | Retirement Fringe Benefits 200 | Purchased Services 300-500 | Supplies 600 | Capital Outlay 700 |
|-----------|-----------------|---|----------------------------------|-----------------|-----------------------|
| I-SW | \$4,758,583.00 | \$1,500,756.75 | \$2,726,577.50 | \$1,384,429.07 | \$35,052.00 |
| I-TA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| I-Neg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| I-D Del | \$0.00 | \$0.00 | \$77,104.00 | \$0.00 | \$0.00 |
| I-C Mig | \$26,676.58 | \$11,522.00 | \$10,900.00 | \$1,300.00 | \$0.00 |
| I-SI | \$127,373.59 | \$12,773.15 | \$146,278.30 | \$165,112.15 | \$0.00 |
| I-CSR | \$0.00 | \$0.00 | \$0.00 | \$17,968.39 | \$0.00 |
| II-A TQ | \$938,816.00 | \$249,760.00 | \$454,730.56 | \$127,020.70 | \$0.00 |
| II-D Tec | \$66,810.00 | \$20,501.85 | \$400.00 | \$5,007.17 | \$0.00 |
| III LEP | \$530,074.42 | \$239,316.45 | \$78,710.08 | \$61,475.85 | \$0.00 |
| III Imm | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| IV SDFS | \$72,789.00 | \$27,876.00 | \$63,000.00 | \$25,801.75 | \$0.00 |
| V Innov | \$539,754.00 | \$196,859.00 | \$77,063.18 | \$27,810.47 | \$0.00 |
| Mck-Vent | \$101,858.00 | \$13,002.00 | \$10,542.00 | \$19,695.00 | \$0.00 |
| OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sub Total | \$7,162,734.59 | \$2,272,367.20 | \$3,645,305.62 | \$1,835,620.55 | \$35,052.00 |

Use this pop up to print the information with the system defaults for spacing, page breaks, etc. A more useful way to compact the information to share with others may be to Click *Download Data* instead. This will download the data in the current NDE approved Spending Plan to an Excel spreadsheet.

With some minor formatting of the Excel spreadsheet, you can:

- Adjust the column width.
- Abbreviate or give shorter names to the Object & Purpose Code headings.
- Insert Headers or Footers to provide reference information.

When done, **Save** the Excel spreadsheet where desired.

A sample Excel spreadsheet generated with the **Download Data** function follows:

| \Diamond | Α | В | С | D | E | F | G | H | | |
|------------|---|----------------|----------------|--------------------|----------------|--------------------|--------------|------------------------|--|--|
| 1 | Carry Over + Base Allocations; October 31, 2007 | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | Consolidated | | | | | | | | | |
| 4 | Coriodiidated | Salaries (100) | Fringe (200) | Services (300-500) | Supplies (600) | Capital (700) | Other (800) | Sub Total | | |
| 5 | I-SW | \$4,758,583.00 | \$1,500,756.75 | \$2,726,577.50 | \$1,384,429.07 | \$35,052.00 | \$541,664.00 | \$10,947,062.32 | | |
| 6 | I-TA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 7 | I-Neg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 8 | I-D Del | \$0.00 | \$0.00 | \$77.104.00 | \$0.00 | \$0.00 | \$0.00 | \$77,104.00 | | |
| 9 | I-C Mig | \$26,676.58 | \$11,522.00 | \$10,900.00 | \$1,300.00 | \$0.00 | \$7,877.00 | \$58,275.58 | | |
| 0 | I-SI | \$127,373.59 | \$12,773.15 | \$146,278.30 | \$165,112.15 | \$0.00 | \$0.00 | \$451,537.19 | | |
| 1 | I-CSR | \$0.00 | \$0.00 | \$0.00 | \$17,968.39 | \$0.00 | \$700.00 | \$18,668.39 | | |
| 2 | II-ATQ | \$938,816.00 | \$249,760.00 | \$454,730.56 | \$127,020.70 | \$0.00 | \$65,765.38 | \$1,836,092.64 | | |
| 3 | II-D Tec | \$66,810.00 | \$20,501.85 | \$400.00 | \$5,007.17 | \$0.00 | \$2,781.00 | \$95,500.02 | | |
| 4 | IILEP | \$530,074.42 | \$239,316,45 | \$78,710.08 | \$61,475.85 | \$0.00 | \$18,191.00 | \$927,767.80 | | |
| 5 | III Imm | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 6 | N SDFS | \$72,789.00 | \$27,876.00 | \$63,000.00 | \$25,801.75 | \$0.00 | \$3,789.00 | \$193.255.75 | | |
| 7 | V Innov | \$539,754.00 | \$196,859.00 | \$77,063.18 | \$27,810.47 | \$0.00 | \$33,099.00 | \$874,585.65 | | |
| 8 | Mck-Vent | \$101,858.00 | \$13,002.00 | \$10,542.00 | \$19,695.00 | \$0.00 | \$9,062.91 | \$154,159.91 | | |
| 9 | OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 20 | Sub Total | \$7.162.734.59 | \$2,272,367.20 | \$3,645,305.62 | \$1,835,620.55 | \$35,052.00 | \$682,929,29 | \$15,634,009.25 | | |
| 21 | Oub Iotal | \$7,102,754.55 | Ψ2,272,007.20 | \$5,045,505.02 | \$1,000,020.00 | \$55,052.00 | Q002,323.23 | \$10,004,000.20 | | |
| 2 | Competitive | | | | | | | | | |
| 23 | Competitive | Salaries (100) | Fringe (200) | Services (300-500) | Supplies (600) | Capital (700) | Other (800) | Sub Total | | |
| 4 | 21st | \$1,401,266,01 | \$324,485.00 | \$532,168.00 | \$166,130.91 | \$0.00 | \$119,046.00 | \$2,543,095.92 | | |
| 25 | OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 6 | Sub Total | \$1,401,266,01 | \$324,485,00 | \$532,168,00 | \$166,130.91 | \$0.00 | \$119.046.00 | \$2.543.095.92 | | |
| 27 | Oub Iolai | \$1,401,200.01 | ψ02+,+00.00 | \$552,100.00 | \$100,100.01 | \$0.00 | \$110,040.00 | ψ <u>2,</u> 0+0,000.02 | | |
| 28 | IDEA | | | | | | | | | |
| 29 | | Salaries (100) | Fringe (200) | Services (300-500) | Supplies (600) | Capital (700) | Other (800) | Sub Total | | |
| 30 | SG | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 31 | OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 75.5 | | |
| 32 | Sub Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 33 | | \$0.00 | \$0.00 | QUIUU | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| 34 | | Salaries (100) | Fringe (200) | Services (300-500) | Supplies (600) | Capital (700) | Other (800) | Sub Total | | |
| | | | | (000 000) | | | | | | |
| 35 | Grand Total | \$8,564,000.60 | \$2,596,852,20 | \$4,177,473.62 | \$2,001,751.46 | \$35.052.00 | \$801.975.29 | \$18,177,105.17 | | |

In the above example, some of the Object descriptions were abbreviated, the Column Width was adjusted, and the heading in Red was typed in for reference.

You will notice all the ePAGE grants for your District can usually appear neatly on one or possibly two pages, depending on the size of your District. The compacted information for all ePAGE grants in this Excel file can now be shared with others as appropriate.

When done, *Logout* at the left menu bar.